# NASA Innovations in Climate Education (NICE) Project Reporting & Metrics

Thursday, April 25<sup>th</sup>, 2013











Quarters



Years

Project
Activity Forms
& "Nuggets"



Online Quarterly Reports



Annual and Final Reports

Rolled Up to NASA HQ



Rolled Up to NASA HQ & used by NICE Management Team



Used by NICE
Management
Team & for
award
documentation

Events & Activities



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Annual and Final Reports

Provide metrics and participant data that is rolled up as part of NICE's annual performance reports to HQ.



Provide supplemental metrics and participant data, along with information used for project monitoring (milestones, etc.) and support activities (monthly webinar discussion topics, evaluation, etc.)

#### What We're Looking For



Any time you reach people outside your funded project team, that's likely to be a reportable event.

- ALL activities: Complete a PAF via the NICE Reporting System
   (<a href="http://nice.larc.nasa.gov">http://nice.larc.nasa.gov</a>, then login and visit the PI workspace). PAFs are available to be completed at any time.
- Noteworthy Activities: NICE has the opportunity to report events on a weekly basis within NASA Langley and at HQ. If you've recently done something noteworthy, feel free to send a paragraph to NICE Project Manager Monica Barnes
   (monica.h.barnes@nasa.gov)!
- Fabulous Activities: PowerPoint "Nuggets" are an ideal way to communicate major events to NASA.



### Sustainable Natural Resources in a Changing Climate Symposium held on March 19, 2013

Sponsored by NASA NICE program, the Southern University's global climate change education project hosted its annual symposium on March 19th 2013 in Baton Rouge, Louisiana. Focused on sustainable natural resources in a changing climate, the symposium attracted over 100 Historically Black College and University faculty (HBCU) and students. The symposium offered the most recent US national climate change assessment results, helped participants in understanding NASA climate model output and its application in research, and shared current research and education methodology. The symposium facilitated partnership building among HBCU, NASA, USDA, and other universities. The symposium provided opportunities for HBCU students to enhance their professional network and STEM career preparedness.





## PAF Updates – Coming Soon

- NASA Headquarters has eliminated surveys in FY 2013 for both teacher and student participants.
- Headquarters has also made some changes to the data they will collect via the PAF. We'll be rolling those out soon and will offer some updated training at that time.
  - PAFs will still count participants.
  - PAFs will no longer collect demographic data on participants.
  - Types of events will be categorized differently.
- Stay tuned! We'll announce changes as they roll out, and the Reporting section of the PI Workspace will be edited to reflect latest information.

#### What We're Looking For



At the end of each quarter (October – December, January – March, April – June, July – September), the online Reporting System opens for the submission of NICE Quarterly reports.

- Completed online (<a href="http://nice.larc.nasa.gov">http://nice.larc.nasa.gov</a>, then login and visit the PI workspace).
- Report includes planned and actual metrics (participants reached & opportunities/activities offered) which we use to report to HQ, along with listing publications and updated milestones for project tracking.
- Report is also an opportunity to share accomplishments, challenges, & lessons learned.

#### What We're Looking For



Annual reports are due **60 days prior to your project anniversary date** to Dr. Lin Chambers and the NSSC, and the final report is due **within 90 days after the expiration date**.

- Brief reports (3-4 pages) submitted as a document via email; may include appendices (e.g., evaluation materials/reports).
- Send completed annual reports to 3 email addresses:
  - NSSC-ContactCenter@nasa.gov
  - <u>Lin.H.Chambers@nasa.gov</u> (or you can use <u>NICE-reporting@lists.nasa.gov</u>)
  - NSSC-grant-report@mail.nasa.gov

#### Annual Reports Include

- Project activities over the period of performance of the report period.
- Project accomplishments measured against the proposed goals and objectives.
- Evidence of how project activities have furthered stakeholder priorities.
- Extent to which collaborations and/or partnerships have evolved.
- Plan of activities for the next year.

### Annual Report Cover Page

- Should clearly identify:
  - Title of project/cooperative agreement
  - Name of Principal Investigator
  - Cooperative Agreement number
  - Reporting period
  - Name and address of recipients' institution
  - Type of report

For more details on these reports, visit the PI Workspace or contact Dr. Lin Chambers with questions (lin.h.chambers@nasa.gov)

#### Other Reports

- Refer to award paperwork for the gory details!
- These include
  - Quarterly Cash Transaction Reports
  - Invention Disclosure
  - Federal Property
  - etc...





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#### Questions?



#### Contacts:

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NICE Project Scientist: Dr. Lin Chambers, <a href="mailto:lin.h.chambers@nasa.gov">lin.h.chambers@nasa.gov</a>